

# FAST ADD

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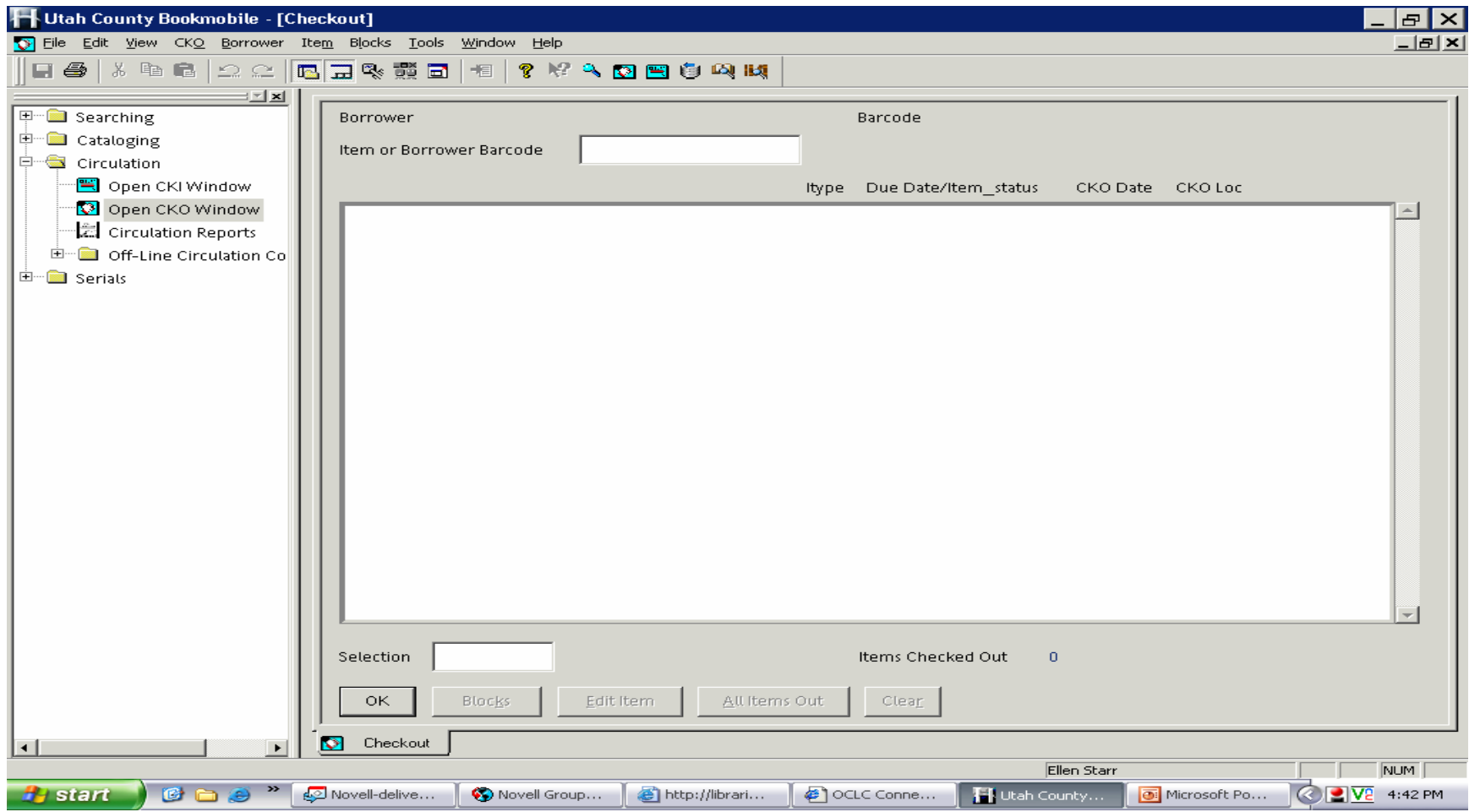
Horizon 7.33

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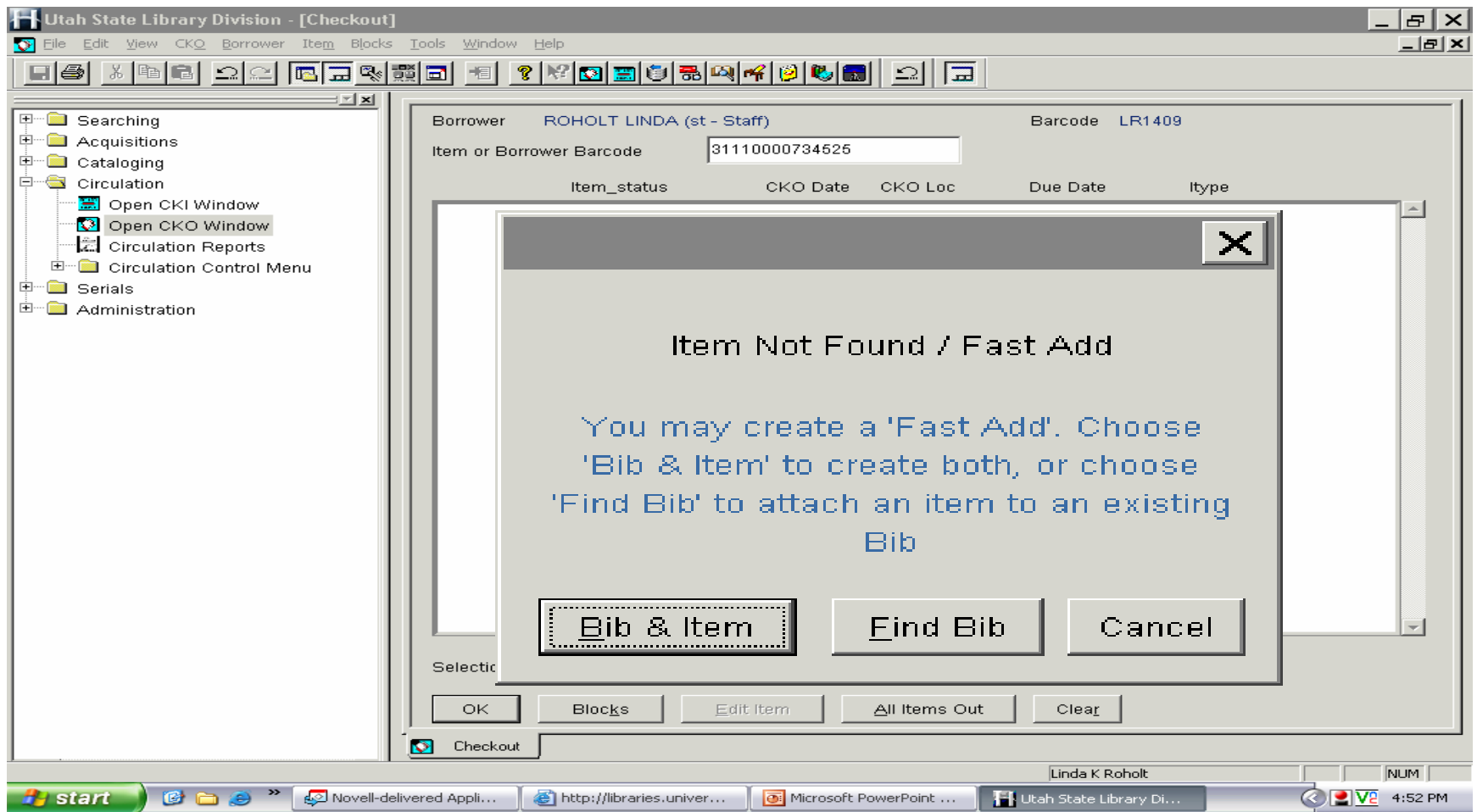
# Attributes of Fast-Add

- Allows circulation of an item that is not currently in Horizon
  - Alerted when checked-in of need to catalog the item
  - Useful for holds and items missed when retro-converting
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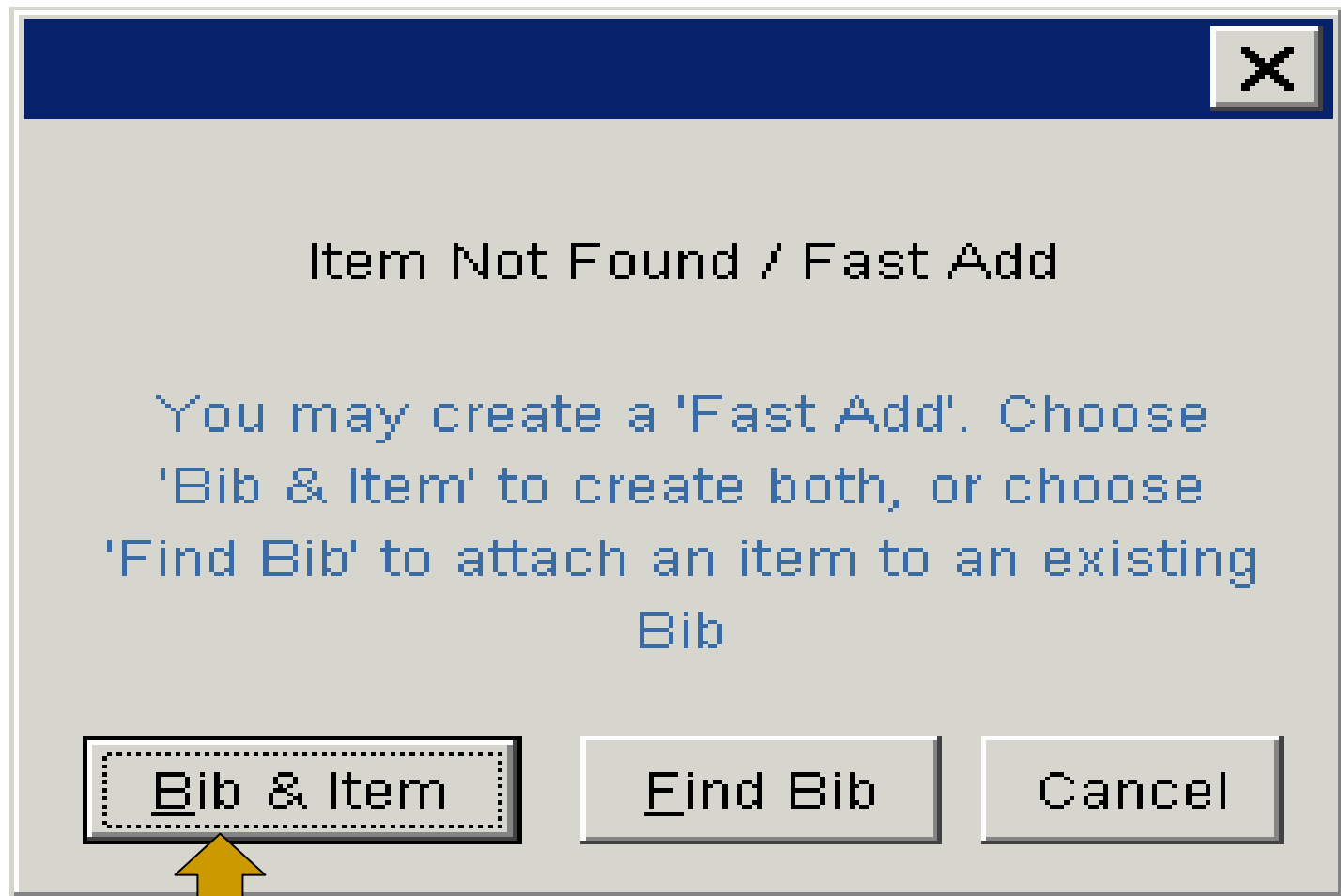
# Step 1: Open Check-out – Choose patron



# Step 2: Place barcode on item and Scan — if typing use all barcode numbers



## Step 3: Choose “bib & item”



# Step 4: Fill out quick add info

Utah State Library Division - [Edit: Fast-Add]

File Edit View CKO Borrower Item Blocks CKI Tools Window Help

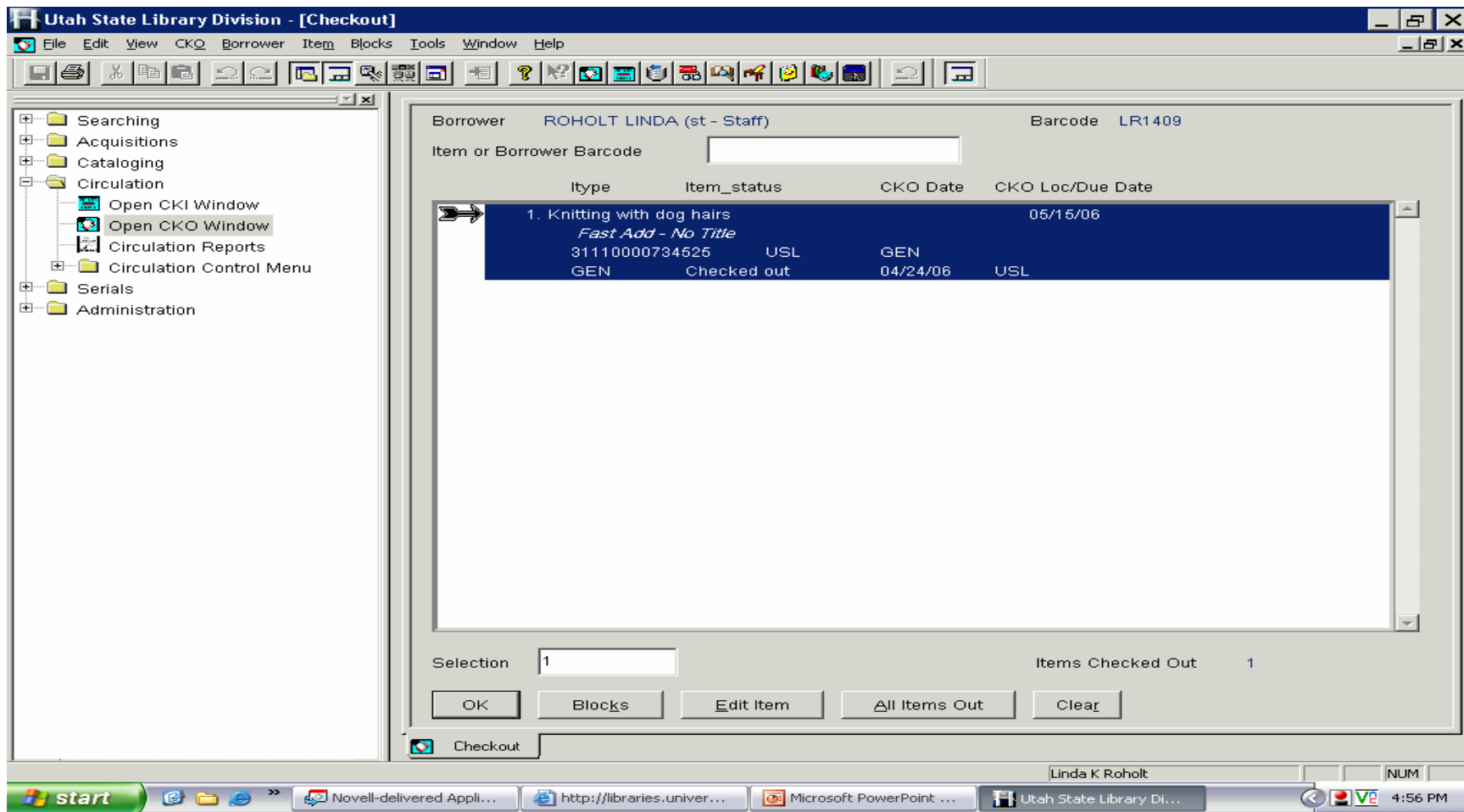
Searching  
Acquisitions  
Cataloging  
Circulation  
    Open CKI Window  
    Open CKO Window  
    Circulation Reports  
    Circulation Control Menu  
Serials  
Administration

Author   
ISBN   
ISSN   
Title   
Location  *Utah State Library Division*   
Barcode   
Collection    
Item Type    
Call Type

OK Cancel Page Up Page Down Page 1 of 1

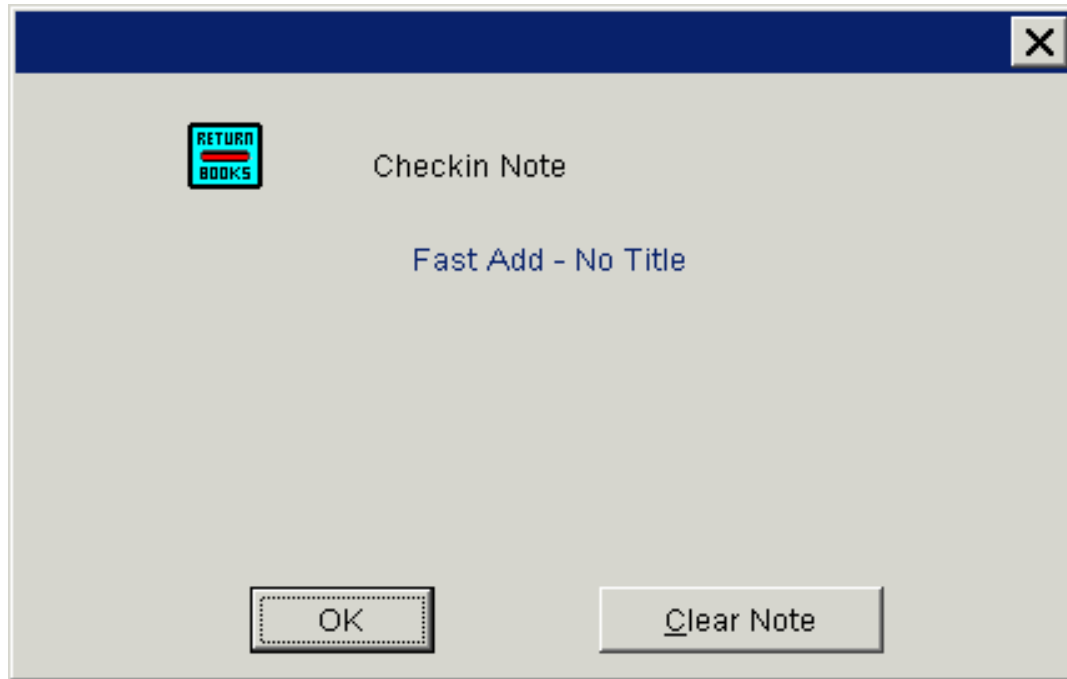
Checkout Edit: Fast-Add Linda K Roholt NUM

# Step 5: Item is then checked- out



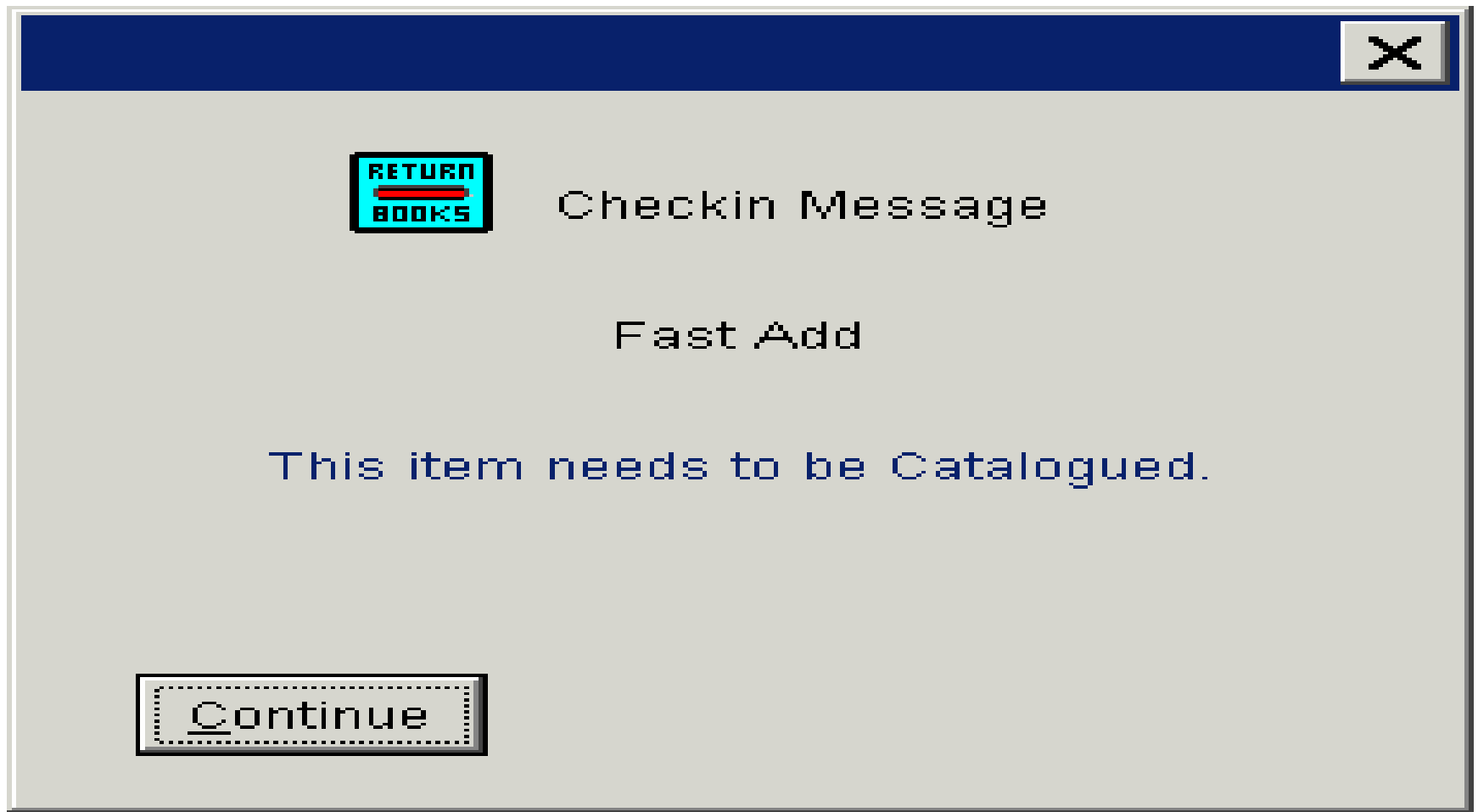
## Step 6: When item is checked- in

- When a fast add item is checked-in it will alert you to catalog the item





# Alert message



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# Merge or Delete Fast Add Record

- Merge: Send new and fast add record to Marc Editor – Fast add record is in back of new full record – Marc>Merge OR use train track icon in Marc Editor
  - Delete Record: Send fast add record to Marc Editor – 1)Delete item first File>Delete Record> Yes to delete and then 2) Delete bib record – same procedure as above
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# Questions?

- Contact Linda Roholt at Utah State Library
  - [lroholt@utah.gov](mailto:lroholt@utah.gov)
  - 1-800-662-9150 or 801-715-6754
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